



### Short term stays (less than 90 days) ⇒ Declaration of presence

If you are a **non-EU/EEA citizen** staying **less than 90 days**, you are not requested to apply for a Stay Permit. Foreigners arriving from countries which apply the Schengen Agreement must report their presence to the local Questura (central police station in the province) filling out the relevant form (dichiarazione di presenza), within 8 days of their arrival; for those staying in hotels or other reception facilities the registration form submitted to the hotel management upon check-in, signed by the foreign guest on arrival, constitutes the declaration of presence. The hotel will provide a copy of this form to the foreign guest who can show it to police officers, if requested.

### Long term stays (more than 90 days) ⇒ Stay permit

If you have a valid type D visa for study/research reasons you have to mandatorily submit your **stay permit application** within 8 working days from your arrival in Italy or in any other Schengen country. The International Relation Office will support you in every step of your first application that you can find explained below.

#### 1. Collect the kit at the Post office and complete the stay permit application

In order to apply, you need to go to the Post Office Sportello Amico (Piazza Vittorio Emanuele II, 1 or Piazza Martiri della Libertà 8) and collect a special kit for non-EU citizens (*Kit permesso di soggiorno*).

Fill in FORM 1 d in capital letters and with a black pen with your personal and visa details and enclose the following documents:

- a € 16.00 marca da bollo (you can buy it at a tobacconist's);
- copy of all passport pages showing personal data, visa, stamps and notes;
- copy of all the documents submitted to the Italian Embassy/Consulate which issued your visa;
- copy of the receipt attesting the payment of the yearly amount due for registration at the Italian National Health Service (**€ 700,00, starting from Jan.2024**, payable at a Post Office).

The enclosed documents should be copies (you must keep the originals) except for Form 1. The envelope should NOT be closed because the post office will check all your documents before receiving the application.

#### 2. Go to the Post Office

After having filled in Form 1 of the documentation kit and enclosed ALL the additional documents required, go to the Post Office Sportello Amico (Piazza Vittorio Emanuele II, 1 or Piazza Martiri della Libertà 8) and personally hand in the open envelope of the kit. The Post Office clerk will ask you to show your passport (or an identity document). You will be then asked to pay a post charge of € 30.00 for the application and € 70,46 for the electronic permit of stay.

You will receive a **receipt** from the post office which you must always keep with you together with your passport, as this **replaces your permit of stay until the original arrives**. This receipt contains a number ("Numero Assicurata") that will allow you to check whether your permit of stay has been issued or not. You will also receive a note with the date of your **appointment for fingerprinting** at the immigration office of the Questura.

### 3. Appointment at the Immigration Office (Questura)

Once your request has been accepted, you will receive an appointment by registered letter to go to the Immigration Office (Questura) in order to have your fingerprints taken.

IMPORTANT: NEVER MISS AN APPOINTMENT FOR FINGERPRINTING.

#### Documents needed

- your passport
- the registered letter containing the details about the appointment at the Questura.
- the originals of all the documents you have submitted through the post office.
- 4 passport-sized photographs on white background.

### 3. Collect your stay permit at the Immigration Office

You will NOT be called by the Immigration Office to collect your permit of stay: an SMS will be sent to your Italian mobile phone number. Once the document is issued, you will have to go **ONLY PERSONALLY** to the Immigration Office to collect your Stay Permit.

PLEASE NOTE: the stay permit release takes normally about 60 days.

You can travel to the other Schengen Countries for up to three months in any six-month period while your **multy-entry visa is still valid**, even if you have not received the Italian stay permit yet. This opportunity only applies to the countries that are part of the Schengen Area. **Always carry the passport and the postal receipt of stay permit application with you, especially while travelling.**

#### Renewal of stay permit

The permit of stay can be renewed starting from **60 days before its expiry date**. As many months elapse before you can get the new permit of stay, we strongly recommend you to start the renewal no later than 2 months before the permit expires.

PLEASE NOTE: during the waiting time for the issue of the new permit, you are not allowed to travel, or even transit, within the Schengen Area. You are allowed to travel to and from any non-EU country by showing the Police authorities proof of their renewal application (mail receipt).

To renew your Stay Permit, you will need to follow the same procedure as for the first one, producing the documentation listed below:

- The documentation kit filled in (FORM 1)
- copy of all passport pages showing personal data, visa, stamps and notes;
- documents which demonstrate your purpose to be in Italy (declaration or certificate issued by Sant'Anna Offices in charge confirming the enrolment and the applicant's right to a scholarship/stipend);
- copy of the receipt attesting the payment of the yearly amount due for registration at the Italian National Health Service (**€ 700,00, starting from Jan.2024**, payable at a Post Office);
- a € 16.00 marca da bollo (you can buy it at a tobacconist's);
- copy of the receipt of the ministerial fee of € 70.46 (payable at a Post Office upon submission of your application)